

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Fiscal Specialist II TLT

**JOB CLASSIFICATION** Fiscal Specialist III

**DOT TITLE** Fiscal Clerk

**DOT NUMBER** 216.382-022

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Wastewater Treatment

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**CONTACT'S NAME & TITLE** Aliw Romero, Lead Fiscal Specialist IV

**CONTACT'S PHONE** 206-296-1406

**ADDRESS OF WORKSITE**

201 South Jackson, 5<sup>th</sup> floor  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 9/23/09

**WORK HOURS**

7:30am-4:30pm Monday through Friday, 40 hours per week, with two fifteen minute breaks and a 1 hour lunch. Shift hours can vary within core business hours.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional on occasion; approximately 8 hours per week.

**JOB DESCRIPTION**

Under general supervision, this position provides specialized compilation of data, performing calculations and data input related to the Wastewater Treatment Division Capacity Charge Program for a special project involving collecting unreported data from the City of Seattle.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## **JOB SPECIFIC REQUIREMENTS**

Must possess knowledge of general office principles and practices; software applications relative to the position assignment (various accounting software programs such as Oracle, etc. as well as Microsoft Office including Excel, Word, Outlook and Internet Explorer); appropriate physical standards for work involving computer use, including appropriate seating, arm and/or wrist usage; rules, regulations, codes, laws, policies, procedures and ordinances; conflict resolution techniques; proper English grammar, usage and spelling; action tracking on specific work assignments or other work-related items; and specialized terminology. Must have skill in keyboarding; word processing and spreadsheets; oral and written communications; interpersonal and human relations; tact, diplomacy and persuasion; organization; problem-solving; customer service via telephone (discretion, patience, etiquette, professionalism); operation of standard office equipment; using 10-key machine by touch; following oral and written instructions; numerical analysis; adapting to changes in work load demand; following-through on assignments as directed; maintaining confidentiality of sensitive matters; taking initiative; conducting research for specific work assignments; providing direction regarding work assignments. Must have demonstrated ability to work with detail orientated data with a high degree of accuracy. Must also have demonstrated familiarity with capacity charge accounts receivable and invoices.

## **ESSENTIAL FUNCTIONS**

1. Review and research information for properties reported delinquent to King County from the City of Seattle. Data may be found from various sources.
2. Provide specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
3. Compile data that may require information searches through files, contracts, records and computer files.
4. Set up accounts.
5. Set up Invoices.
6. Perform Escrow request research commonly using various sewer districts' websites and other related websites.
7. Perform basic numerical calculations involving accounts receivable/invoices.
8. Establish, maintain, modify retrieve and track financial, accounting and/or fiscal information using a variety of methods.
9. Enter, obtain and/or verify financial accounting and/or fiscal information.
10. Review information gathered for accuracy. Reconcile discrepancies.
11. Provide specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers.
12. Compile data that may require information searches through files, contracts, records, microfilm or computer files.
13. Perform backup duties for other Fiscal Specialists.

## **OTHER TOOLS & EQUIPMENT USED**

Computer, keyboard, 10-key, mouse, printer, telephone, copy machine, calculator, typewriter, rubber stamps, stapler, pen/pencil, time sheets, files, envelopes, various documents, mail, invoices, various accounting software programs (such as Oracle, etc.), Microsoft Office (Excel, Word, Outlook, Internet Explorer) checks and various office supplies.

**PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpet or vinyl surfaces for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while speaking with co-workers and operating the copy or fax machine as well as when filing.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpet or vinyl surfaces for distances of up to 200 feet for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while walking within the office to make copies, fax documents and deliver files/documents.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on a desk chair for up to 2.5 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while talking on the telephone, performing data entry, performing escrow request research, setting up accounts, tracking payment, and performing computer duties as well as reviewing documents and invoices.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30-45 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while reviewing documents, payroll files, forms, escrow request documents and invoices. Bending the neck down also occurs when writing, utilizing file drawers, coding paperwork, sorting documents sheets and verifying work.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to frequently for up to 1 minute at a time for up to 2-3 hours total in a shift while utilizing upper file drawers, shelves and cabinets. Bending the neck up varies greatly from day to day based upon volume of the Escrow request and districts' forms for setting up accounts.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat tile or carpeted surfaces for up to 5 minutes at a time for up to 2 hours in a work shift. Most commonly occurs while reviewing maps for locations, retrieving files from low shelves, drawer and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Bending/stooping may be reduced by alternating with crouching or kneeling.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on carpeted surfaces for up to 5 minutes at a time for up to 1-2 hours in a work shift. Most commonly occurs while reviewing maps for locations, retrieving files from low shelves, drawers and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Kneeling can be reduced by alternating with bending/stooping or squatting. The employee can sit also sit on a stepstool to reduce kneeling.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on carpeted surfaces for up to 5 minutes at a time for up to 1 hour in a work shift. Most commonly occurs while reviewing maps, retrieving files from low shelves, drawers and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies. Squatting can be reduced by alternating with bending/stooping or kneeling. The employee can sit also sit on a stepstool to reduce squatting.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1-2 minutes at a time for up to 1 hour total in a work shift while retrieving files from upper shelves and cabinets as well as when utilizing overhead bins. The employee also reaches above the shoulder when performing filing for backlogs.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while manipulating documents, files, supplies and forms as well as performing computer work/data entry.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 1 hour in a work shift. Most commonly occurs while retrieving files from low shelves, drawers and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 15 minutes in a work shift. Most commonly occurs while retrieving files from low shelves, drawers and cabinets as well as loading paper in to the copy machine, removing jams from the copy machine, filing and reaching for various office supplies.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while adding paper to the copy machine as well as manipulating files, application forms, invoices, escrow request forms, reference materials and documents.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 100 feet for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting a ream of paper to the copy machine or transporting files, application forms, invoices, escrow request forms, reference materials and documents.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 2 minutes total in a shift while manipulating a box of files or documents (up to 20 pounds). **This is not a required function as assistance is available or the boxes can be broken down to smaller amounts.**

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally with a force of up to 10 pounds for up to 5 seconds at a time and up to 15 minutes total in a work shift while retrieving/replacing files in file cabinets and on shelves, opening and closing drawers/doors, utilizing a cart and adding paper to the copy machine and the printer.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while manipulating files, binders, reference materials, telephone receiver, documents and forms.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to Frequently for up to 5 minutes at a time for up to 2-3 hours total in a work shift while operating a computer mouse when setting up accounts etc.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift while performing computer duties, using keyboard and 10-key and writing as well as manipulating documents, forms and files.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20-30 minutes a time for up to 2 hours total in a work shift while conversing with co-workers and employees, answering telephones, completing escrow requests and as well as reconciling accounts.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20-30 minutes a time for up to 2 hours total in a work shift while conversing with co-workers and employees, answering telephones, completing escrow requests and as well as reconciling accounts.

**Seeing**

Health Care Provider initials if restricted

Continuously for up to 30 minutes at a time for up to 8 hours total in a work shift while reading spread sheets on a computer screen and performing data entry as well as reviewing hardcopies of written materials, escrow requests, invoices, forms and documents.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting in close proximity to other workers and cubicles. Copy machine and telephone ringers are the loudest noises in the office.

**The noise level is**

HCP Initials if Restricted

Approximately 40-50 decibels. The noise is caused by general office sounds.

Dusts: Rarely

Fumes: Rare (printer)

**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic workstation to promote proper posture while performing computer duties.

Telephone headset to promote proper posture while talking on the telephone and typing on the computer at the same time.

Document holder to promote proper posture when performing data entry.

Angled writing and reading surface.

Ergonomic keyboard for increased comfort while keyboarding.

KING COUNTY JOB ANALYSIS COMPLETED ON: 9/23/09  
JOB TITLE: Fiscal Specialist II  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 216.382-022  
CLAIM #

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent effective \_\_\_\_\_
  
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_       Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date